



**City of Clermont - CRA**  
***BUILDING CODE IMPROVEMENT PROGRAM***  
**Project Time Line**

1. Complete application - Remember: Projects up to \$25,000 need three (3) written quotes. Projects over \$25,000 need to be bid. Contractors must have all applicable licenses as required by state and local agencies.
2. Meet with Economic Development Dept. staff regarding any questions prior to submittal.
3. Staff review & point evaluation (Economic Development staff and Site Review Committee).
4. City/Community Redevelopment Agency (CRA) approval of application and funding.
5. City staff (Economic Development Dept.) to meet with *recipient* and contractor(s). Grant Contract signed. Notice to Proceed to be issued.
6. Start work -
  - a. City permits where required (building permits cannot be paid for with grant \$).
  - b. Contractor submits bills to *recipient* for payment.
  - c. *Recipient* submits copy of the paid bill to *City* for reimbursement.
7. Monthly installments may be eligible (< 75%) based on paid receipts for work completed.
8. Weekly inspections for project, or more as needed.
9. Final inspections.
10. Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the BCAP come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lean must be submitted for reimbursement to the city as proof of payment by the applicant.

**Notes:**

1. ***ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPROVAL BY THE CITY/CRA, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED.***
2. Contractor bills should be paid by the *recipient*, and *City* will reimburse *recipient*. The *recipient* is responsible for ANY costs over and above the grant amount.

Questions regarding this "Time Line" and any *Building Code Improvement Program* project, please contact:

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